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10 April 1950


MEMORANDUM FOR:

SUBJECT: Committee to Review Instruction, Procedures and Facilities of TRD

1. The following personnel of TRD are designated to serve on an ad hoc committee to review the over-all mission, instruction and existing procedures of the Training Division and to make recommendations for improvement. One additional voting member is to be designated by each of the Offices served by TRD.

Deputy TRD	Chairman
CE/ASTS/TRD	Voting Member
EW/ASTS/TRD	Voting Member
OSO	Voting Member
CPC	Voting Member
TMS/TRD	Recording Secretary, no vote

2. A report will be prepared by the above-designated committee and will be submitted to the Chief, TRD not later than 15 June 1950. In general terms it should contain the following considerations.

- a. Does the training of the Staff and  Branches and the proposed instruction of the Area Training Branch meet the requirements of OSO and CPC? 25X1A8a
- b. What changes should be made in the curriculum of the existing instruction and instructional materials to better meet the requirements considered in a. above?
- c. Should the length of the instruction periods be lengthened or shortened? If so, by how much and where?

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d. What changes as to numbers and grades should be made in the T/O of TRD?

3. Meetings of the committee will be called at the discretion of the committee chairman. It is envisaged that the bulk of the work will be done in the period 15 May-15 June. Therefore, during that period persons assigned to this committee will be relieved from their normal assigned duties to the greatest extent possible.

4. All branch, staff and section chiefs of TRD will assist the committee in the accomplishment of its task by making available such instructional materials, regulations, memoranda, and personnel for interviews as requested by the committee.

5. The OSO and OPC representatives will schedule interviews for members of the committee with representatives of their respective offices as are required by the committee to fulfill its mission.

6. The Administrative Officer, TRD is responsible for arranging the working space and materials for this committee.

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